

**Law Practice Management & Technology Section
Executive Committee Teleconference**

Thursday • February 23, 2006 • 1:30 pm to 3:30 pm
(800) 353-1667 passcode 619348

AGENDA		
Item (who)	Desired Outcomes	Time
Welcome (Andrew Elowitz)	<ul style="list-style-type: none"> Welcome to Teleconference 	5 min
Minutes (Larry Meyer)	<ul style="list-style-type: none"> Minutes discussed, changed (if needed), and approved. 	5 min
Upcoming Meetings (Andrew)	<ul style="list-style-type: none"> Details of March 30 meeting in SF reviewed June 22 Meeting Date confirmed Annual Meeting matters discussed 	10 min
New Members and Officers (Andrew)	<ul style="list-style-type: none"> Status of new member applications for 2006-2009 term Discuss preparation of email notices and flyers for Annual Meeting to encourage applications to join exec comm. Determine who will be responsible for above item. New officers 	10 min
Comments to Board of Governors re Foundation	<ul style="list-style-type: none"> Summarize ideas from SEI live meeting and discuss new ideas. Identify who will send these to Paul Hokokian 	5 min
LegalTech West (Carole)	<ul style="list-style-type: none"> Discuss staffing of LPMT booth and materials needed to attract new members and vendors Discuss speakers for LTW Discuss ways to publicize the event and our participation 	15 min
Marketing the On-line Catalog (All)	<ul style="list-style-type: none"> Reach consensus on goals and desirability Determine who and what committee will be responsible for this 	10 min
Education (Jim Robinson)	<ul style="list-style-type: none"> Discuss SEI Results, attendance, and new members, if this information is available LPMT membership benefit one-page and PP slides 	10 min
Vendor (Alex Lubarsky)	<ul style="list-style-type: none"> Clarify ideas on vendor involvement at LPMT Reception at the Annual Meeting Report on any developments. 	5 min
Webroom (Andrew)	<ul style="list-style-type: none"> Follow up on Matt Olney's emails: any further problems? 	10 min
The Bottom Line	<ul style="list-style-type: none"> Articles needed? 	5 min

(Mike Tonsing)		
E-newsletter (George)	<ul style="list-style-type: none"> • Identify who will be coordinating content • Budget for content and production approved 	15 min
Alliance Relationships (Andrew)	<ul style="list-style-type: none"> • Progress report 	5 min
Going Forward (Andrew Elowitt)	<ul style="list-style-type: none"> • Requests for information, resources or support made • Action plans summarized 	10 min